

VMR-VRO GUIDELINE - USING CUSTOMER NUMBERS

Checklist Reference - None

The field called 'Our Customer Number' under the 'Additional ID Numbers' on the Identifying Information tab is a very useful field. The Vendor Registry Office and Higher Ed has used this field to help identify special vendors and to cut down on the number of duplicate vendors by providing a quick search tool. VMRs are encouraged to use this field in the following situations:

- #1 Whenever a VMR is given a TIN, whether an individual's social security number or a business's FEIN, the last four digits are entered in this field. When two or more individuals share the same or similar name (i.e., Bruce Johnson), it helps tremendously to identify the correct vendor if the TIN is known.

3HARE 0000020585 JOHNSON-128	4625	JOHNSON,BRETT A
3HARE 0000028643 JOHNSON-174	9425	JOHNSON,BRIAN
3HARE 0000030696 BJS AUTOMO-001	1213	JOHNSON,BRIAN
3HARE 0000039523 JOHNSON-242	(blank)	JOHNSON,BRIAN
3HARE 0000083119 JOHNSON-608	(blank)	JOHNSON,BRIAN
3HARE 0000049236 JOHNSON-331	2255	JOHNSON,BRIAN H
3HARE 0000069413 JOHNSON-BR-001	(blank)	JOHNSON,BROOKE
3HARE 0000071261 JOHNSON-513	(blank)	JOHNSON,BROOKE
3HARE 0000065253 JOHNSON-474	(blank)	JOHNSON,BRUCE
3HARE 0000088551 JOHNSON-639	(blank)	JOHNSON,BRUCE
3HARE 0000072454 JOHNSON-521	3266	JOHNSON,BRUCE A
3HARE 0000061858 JOHNSON-432	(blank)	JOHNSON,BRUCE D
3HARE 0000014747 JOHNSON-053	1187	JOHNSON,BRUCE P
3HARE 0000060722 JOHNSON-423	3920	JOHNSON,BRYCE
3HARE 0000025795 JOHNSON-159	9727	JOHNSON,BURDELL
3HARE 0000069022 JOHNSON-497	(blank)	JOHNSON,CALICO F
3HARE 0000017022 JOHNSON-075	(blank)	JOHNSON,CARL
3HARE 0000046854 JOHNSON-314	(blank)	JOHNSON,CARLY
3HARE 0000016154 JOHNSON-064	(blank)	JOHNSON,CAROL
3HARE 0000020896 JOHNSON-130	(blank)	JOHNSON,CAROL
3HARE 0000017093 JOHNSON-079	(blank)	JOHNSON,CAROL A
3HARE 0000045897 JOHNSON-307	0538	JOHNSON,CAROL A
3HARE 0000073540 JOHNSON-530	1998	JOHNSON,CAROL H
3HARE 0000018570 JOHNSON-112	(blank)	JOHNSON,CAROLYN M

Exceptions: Employees of either a state agency or higher education institution should NOT have part of their TIN listed here.

- As the above names show, there is a possibility that some of the vendors without middle initials are duplicated. Using the last four digits of the TIN, however, would greatly cut down on the number of duplicate vendors.
- If a sole proprietorship gets set up on the vendor system under the business name AND the owner's name, entering part of the TIN on these vendors would quickly show other users which ones were possibly duplicated or at least related.
- One individual can have two or more businesses set up. If the businesses all report under the same TIN, related businesses will show up:

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Search Results

[View All](#)

First 1-3 of 3 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
SHARE 0000006964	HENRY SCHE-001	6595		HENRY SCHEIN INC
SHARE 0000030237	DELTA SCIE-001	6595		DELTA SCIENTIFIC INC
SHARE 0000059624	SULLIVAN-S-001	6595		SULLIVAN SCHEIN DENTAL

- #2 When a vendor is inactivated, the word “INACTIVE” is entered in the Customer Number field. Before a new vendor is entered or updated, the correct number can be chosen by searching properly:

Name 1:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results

[View All](#)

First 1-4 of 4 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
SHARE 0000056554	CHILDREN-002	INACTIVE		COUNCIL FOR EXCEPTIONAL CHILDREN
SHARE 0000031100	NDCEC-001	INACTIVE		COUNCIL FOR EXCEPTIONAL CHILDREN ND
SHARE 0000021544	COUNCIL-019	(blank)		EXCEPTIONAL CHILDREN COUNCIL FOR
SHARE 0000030321	EXCEPTIONA-002	(blank)		EXCEPTIONAL CHILDREN ND COUNCIL ON

By searching on the primary words of “exceptional children,” a VMR can see which vendors are already set up and which ones are inactive, without having to open the vendor screens up.

- #3 HRMS Vendors used by OMB Central Payroll are identified by with “HRMS” as the customer number. This hopefully stops VMRs from using these vendors as regular vendors.
- #4 FOODPRO. Vendors in the FOODPRO interface are often set up as separate vendors. To identify them from regular vendors, FOODPRO is entered in the ‘Our Customer Number’ field.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.